

*Sample Notice of Appeal*

**<Company or Individual name>**

**<Address>**

**<Date>**

Clerk  
Civilian Board of Contract Appeals  
1800 F Street, NW  
Washington, DC 20405

RE: Contract No.: **<number>**  
Project Name: **<name>**

**NOTICE OF APPEAL**

Dear Sir:

**<Name of company or individual>** hereby appeals the decision of contracting officer **<name>**, dated **<date>**, a copy of which is attached. The dispute arises under Contract No. **<number>** with **<name of agency and organizational unit>**. The dispute concerns:

**<Describe the nature of the dispute involved in the contracting officer's decision and any other circumstances giving rise to this appeal>**

The amount in dispute is **<dollar amount>**.

Sincerely,

**<Signature>**

**<Name and Title>**

**<Attorney's State Bar Number(s)>**

**<Telephone number>**

**<Email address>**

cc: Contracting Officer  
Attachment: Contracting Officer's Final Decision